

**ARCHIVE REQUEST FORM**  
**TOWN OF INDIAN RIVER SHORES BUILDING DEPARTMENT**

Date: \_\_\_\_\_

Address of Inquiry: \_\_\_\_\_

Permit Number of Inquiry: \_\_\_\_\_

Purpose of Inquiry: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

***UPFRONT RESEARCH FEE: \$20.00 NON-REFUNDABLE FEE IS DUE WITH EACH REQUEST TO COVER THE FIRST HOUR OF RESEARCH. Please submit requests with payment to the Building Dept. We accept cash, check, credit card in person or with a credit card authorization form, which is available in the Building Dept. or on our website [www.irshores.com](http://www.irshores.com).***

- **Research Processing Fee: Additional research time beyond the first hour is billed at \$20 per hour in 1/4 hr. increments. (fees to offset costs associated with archival and retrieval expense).**
- **Printing Fees: \$5.00 per plan page.  
\$0.15 per 8.5x11 (up to 8.5x14) one sided. \$0.20 two sided.  
\$0.25 per 11x17  
\$25.00 digital image CD**

**ADDITIONAL RESEARCH AUTHORIZATION: In addition to the first hour of research I authorize the following:**

1-hr    2-hrs    \_\_\_\_\_ hrs of additional research   or    Please limit the research to \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**NOTE:**

- Research will be limited to 1-hr unless previously authorized by the requestor. The requestor will be contacted with cost of printing /research fees. All fees must be paid PRIOR to printing any documents.
- Research turnaround time is subject to staff work load conditions and usually takes 5-10 working days or longer depending on age and complexity of the request.
- Documents older than 15-yrs of age MAY take longer to retrieve or may no longer be available and/or may not be legible.

Contact Name for pickup: \_\_\_\_\_ Signature: \_\_\_\_\_

(By signing this form you acknowledge that you have read and understand this document and the fees associated with this request).